

**TOWN OF HARWICH ADMINISTRATION
JOB POSTINGS**

Position: Director of Planning and Community Development
Hours: 35 hours/week (Mon-Friday, occasional weekends, evenings)
Pay Range: \$82,977.00 -103,503.00 per year

EDUCATION, LICENSES AND EXPERIENCE:

Bachelor's Degree required, Master's Degree in planning preferred; five years of professional planning experience, preferably in local or regional government; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY, SKILL

A candidate for this position should have:

- Knowledge of Massachusetts zoning law and local zoning practices; knowledge of planning and environmental issues; working knowledge of GIS.
- Ability to work independently, conduct independent research and analyze and interpret results; ability to read plans, prepare reports and formulate recommendations; ability to draft bylaw amendments and regulations; ability to establish and maintain effective working relationships with local officials and the general public.
- Ability to read and interpret engineering and survey plans (site, subdivision and building.)
- Written and oral communication skills; oral presentation skills; planning and organizational skills.
- Experience implementing and/or evaluating technology solutions pertaining to planning as well as community development applications including but not limited electronic permitting and/or workflow management software systems.

FULL JOB DESCRIPTION IS ATTACHED. TO APPLY, PLEASE PROVIDE COVER LETTER, TOWN EMPLOYMENT APPLICATION AND RESUME TO THE ASSISTANT TOWN ADMINISTRATOR'S OFFICE, 732 MAIN STREET, HARWICH, MA 02645 OR VIA EMAIL TO meldredge@town.harwich.ma.us APPLICATIONS ARE AVAILABLE ON THE TOWN WEBSITE OR IN THE ADMINISTRATION OFFICE.

DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

DEFINITION

The Director of Planning and Community Development serving as the Town Planner performs technical and administrative work evaluating information, preparing reports, managing the operations of the Planning Department and oversight of the Community Development organizational structure, and assisting the Planning Board with making land use related decisions; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Provides information and assistance to the general public regarding planning matters; provides assistance to the Planning Board, as requested; provides assistance to town boards, such as Real Estate and Open Space and Harwich Center Initiative.

Works with the Planning Board to maintain the comprehensive plan and updates plan; helps facilitate and promote implementation of the Local Comprehensive Plan; in conjunction with the Planning Board and other town boards, develops new zoning bylaws and amendments to the zoning bylaw and regulations.

Coordinates department activities with other departments as needed. Acts as the primary advocate for the various departmental needs within the community development organizational structure and acts as coordinator in the work of departments to develop technical solutions to shared problems.

Works with local and regional planning agencies to undertake studies to better understand local and regional trends and develop approaches to addressing local and regional concerns; works with the regional planning agency on the review of Developments of Regional Impact.

Represents the town on regional committees; provides assistance to the Zoning Board of Appeals; reviews applications, discusses applications with applicants, and prepares staff reports for the Planning Board; conducts site work to review areas of proposed development.

Performs special projects as directed by the Town Administrator and/or the Assistant Town Administrator

Prepare maps using the GIS system; works with town departments to develop methods to streamline the permit process and share information.

Performs similar or related work as required, or as situation dictates.

SUPERVISION

Works under the administrative direction of the Town Administrator and/or Assistant Town

Administrator; the employee functions independently, consulting with the Planning Board and the Town Administrator when clarification or interpretation of policies or procedures is required.

SUPERVISORY RESPONSIBILITIES

Supervises one employee.

WORK ENVIRONMENT

Work is generally performed in office conditions; some field work is required to perform inspections; the employee is required to attend frequent evening meetings.

The employee operates standard office equipment.

The employee has regular contact with town departments, such as, Building, Engineering, Conservation, Health, and Assessors, as well as state, regional and local agencies; also has frequent contact with the general public and applicants.

The employee has access to department-related legal proceedings.

Errors could result in monetary loss or legal repercussions.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's Degree required, Master's Degree in planning preferred; five years of professional planning experience, preferably in local or regional government; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY, SKILL

Knowledge of Massachusetts zoning law and local zoning practices; knowledge of planning and environmental issues; working knowledge of GIS.

Ability to work independently, conduct independent research and analyze and interpret results; ability to read plans, prepare reports and formulate recommendations; ability to draft bylaw amendments and regulations; ability to establish and maintain effective working relationships with local officials and the general public.

Ability to read and interpret engineering and survey plans (site, subdivision and building.)

Written and oral communication skills; oral presentation skills; planning and organizational skills.

Experience implementing and/or evaluating technology solutions pertaining to planning as well as community development applications including but not limited electronic permitting and/or workflow management software systems.

PHYSICAL REQUIREMENTS

Minimal physical effort is generally required to perform administrative duties; moderate physical effort is required to perform field work. The employee is frequently required to speak and hear and use hands to operate equipment. Vision requirements include the ability to read routine and complex documents, use a computer and operate a motor vehicle.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.